

UsedEverywhere: Placing Ads Tutorial #21

To place an ad, simply:



- (1) Type into your Internet Browser www.usedeverywhere.com & choose your location
- (2) The website will come up. Left click on "place ads"



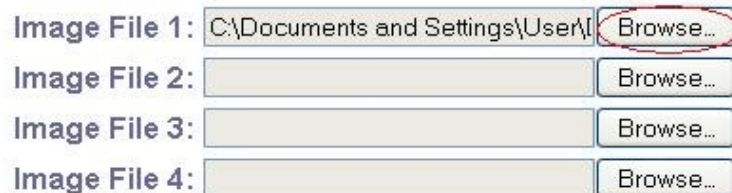
- (3) Left click on the category and the subcategories that best describes the product you are trying to sell



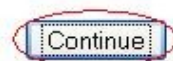
- (4) **Step 1: Adding your text ad.** Type in all the fields required in your ad. When typing in the item price, do not use the dollar sign (\$). Furthermore, when typing in the Postal Code, put the letters in capitals (Canadian Postal Codes need to have the space in between, K0A 2B7)

Once you are ready to continue, left click on "place ad"

- (5) **Step 2: Adding your photo (optional).** To do this, left click on "browse." The "file upload" page will open. Find your image location, left click on the title. Left click on "open." This will add the photo location into your Internet browser. Left click on "continue." (**Note: uploading may take a while, patience may be required).**



If you don't have a photo leave these fields blank.



- (6) **Step 3: View Your Ad.** Here you will be brought to your finished ad. If you wish to change something, left click on "edit ad" and follow the instructions

